

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
JANUARY 18, 2022**

<https://boxcast.tv/view/louisburg-city-council-1-18-22-267531>

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Donna Cook presiding.

Council Members Steve Town, Scott Margrave, Clint Ernst, TJ Williams  
City Administrator Nathan Law  
City Clerk Traci Storey  
City Attorney Jared Anderson  
Police Chief Tim Bauer  
Fire Chief Gerald Rittinghouse  
Communications Coordinator Jean Carder  
Public Works Supervisor Craig Hufferd  
Visitors Rocky Rhodes, Bill Fields, Lisa Moreau, Cathy Hall, Tiffany Ellison

**PLEDGE OF ALLEGIANCE**

Councilmember TJ Williams led the pledge of allegiance.

**APPROVAL OF CONSENT AGENDA**

Mayor Donna Cook would like to amend the consent agenda to include making the Ward 2 appointment. Councilmember Williams moved, seconded by Councilmember Scott Margrave and carried 4-0, to approve the amended agenda to include adoption of the agenda and approval of the regular meeting minutes January 3, 2022 and the bills list.

**VISITORS**

Rocky Rhodes representing Hills of Prairie Crossing addressed the Council regarding the RHID proposal. Mr. Rhodes and Mr. Fields would like to have a workshop to discuss with council the 37.4 acres on the S. 16<sup>th</sup> and Metcalf property. Councilmember Williams asked if any changes had been made since their last visit. Mr. Rhodes said it is the same proposal with no changes. Administrator Law reminded Council that at the discussion in December it was suggested to have a

workshop after the new council was seated in January. Councilmembers agreed to have a workshop on Monday, January 31, 2022, at 6:30 p.m. in the Council Chambers.

Lisa Moreau LES PTO fundraising coordinator is asking for a donation of a free pool pass for its upcoming fundraiser. Councilmember Williams moved, seconded by Councilmember Steve Town and carried 4-0, to donate a family of 4 pool pass to the LES PTO.

Cathy Hall of 1229 Starbrooke Dr. told the Council the company that plows Wea Creek Apartments dumps all the snow into her backyard. It has sand mixed with it and kills her grass. She put up signs and poles stating no snow dumping. After the recent storm, snow was pushed into her yard once again. Ms. Hall talked to Craig Hufferd and Lt. Sander regarding this matter. Mr. Hufferd has notified the company and thought they had come to an agreement snow would be pushed to the edge of the street and city crews would push it to the Harvest Drive dead end. Hufferd said he will reach out again to remind them.

### **PUBLIC COMMENTS**

None

### **DEPARTMENT REPORTS**

**Police Department:** Chief Tim Bauer presented bids to purchase a 2022 Ford Police Interceptor SUV to replace Patrol Vehicle #3, a 2016 Ford Police Interceptor SUV, which went into service in August 2015 and currently has 118,930 miles on it, and is recommended for replacement. A 2022 replacement vehicle and its equipment is budgeted for in the Police Department's 2022 Operating Budget. Chief Bauer said costly repairs and dependability are the main focus for ordering a new unit. He continues to monitor and watch maintenance and move officers to other cars. Councilmember Williams asked if the price has decals and equipment included. Chief Bauer said the additional amount is estimated at \$13,000. Councilmember Clint Ernst asked if this has all been budgeted. Chief Bauer said it has. Councilmember Williams asked if Louisburg Ford could match Shawnee Mission Ford's bid. The difference is \$600. Chief Bauer said he would certainly talk to them, but sometimes Shawnee Mission is cheaper since they hold the contract for Kansas Police Units. Ernst asked how long it would take to get the car. Chief Bauer said it is usually 5-7 months. Williams said he is for it if Louisburg Ford can match the price. Councilmember Town moved, seconded by Councilmember

Williams and carried 4-0, to purchase the 2022 Ford Police Interceptor SUV from Louisburg Ford for no more than \$36,782. Chief Bauer will try and get them to the amount of \$36,182.

**Public Works Department:** Craig Hufferd Public Works Supervisor presented bids for a Ford F250 and Ford F350. The current 2003 F250 (with a resale auction value of \$3,000-\$5,000) with 103,000 miles would be replaced with a 2022 F250 from Ford. The 2006 Ford F350 (with a resale auction value of \$4,000-\$6,000) with 78,000 miles would be replaced with 2022 Ford F350. This truck will also be equipped with an 8.5' or 9' snowplow (\$7,000 to \$8,000). Hufferd presented 3 bids. Mayor Cook asked why we need the extended cab. Hufferd said it is for extra equipment and storage. Councilmember Williams asked about the plows. Williams wanted to see if Louisburg Ford could match the price on the F250 from Shawnee Mission Ford. Shawnee Mission Ford's bid was \$1,200 less than Louisburg Ford's bid. Councilmember Williams moved, seconded by Councilmember Margrave to approve the purchase of the F250 at \$36,488 or less and the F350 from Louisburg Ford. Discussion occurred. Councilmember Williams asked to amend his motion to allow the purchase of both trucks in a combined total of \$75,252 from Louisburg Ford. Councilmember Margrave seconded the motion, which passed 4-0.

**Fire Department:** None

### **CITY ATTORNEY'S REPORT**

None

### **MAYOR'S REPORT**

Mayor Cook would like to appoint Tiffany Elliston to replace her on Ward 2. The appointment would be tonight, but the oath would occur at the next meeting. Councilmember Williams asked why she isn't installed tonight. Mayor Cook said the paperwork was not submitted in time. Councilmember Margrave moved, seconded by Councilmember Ernst and carried 4-0, to appoint Tiffany Ellison to Ward 2. The Oath of Office will be given at the Feb. 7, 2022, meeting.

Mayor Cook discussed delivery of the packets. It takes time away from the Police Department to deliver packets. Staff also has to put them all together, which takes time. Councilmember Williams said he likes a hard copy, but is willing to print his own or stop by and pick one up. Cook said we don't have to decide tonight, but can discuss later.

## **ADMINISTRATOR'S REPORT**

**Master Planning Report:** Mr. Law provided an update on the meeting's master plans review. Mr. Law said many of the items are ongoing items with some projects, like the Master Trails plan, completed. He said some items, like the downtown ice skating rink are proving to be too costly to implement. Williams asked to have the Farmers Market pavilion concept explained. Mr. Law said this concept was raised during the comprehensive plan process. Mayor Cook would like to set up a committee to look at public art installations in the downtown area. The ideas and location would still be approved by City Council.

**Sidewalk on Commercial Property:** Mr. Law reviewed the figures included in the agenda packet. Councilmembers discussed reimbursement, width and grants for sidewalks. Mr. Law will check to see if any grants are available and let them know. He will return with information on cost share parameters on commercial property.

**City-Owned Property:** Mr. Law and Attorney Anderson would be happy to answer any questions regarding the contract. Councilmember Williams asked about the additional terms section 14A and 14C. Mr. Law addressed the questions. Councilmember Ernst asked if Metcalf 2.0 improvements would hurt the start of construction. Administrator Law said no. Councilmembers had discussion. Councilmember Williams moved, seconded by Councilmember Town and carried 4-0, to have the Mayor execute the sales contract as written.

**Downtown Commercial Renovation Program:** Administrator Law said Council has talked about waiving the building permit fee for renovated buildings in the Downtown. That fee would only amount to \$200, which isn't a lot if someone is thinking about renovating a building. Some considerations under this program, business owners could qualify for a one-time annual grant to offset the cost to upgrade a commercial building's electrical or plumbing, replace exterior windows not located on the front of the building's façade (an allowed use in FLIP), life safety repairs including ingress/egress, fire/smoke/carbon monoxide detectors and sprinklers, or make handicap accessibility improvements.

Mr. Law also said Council could use a percentage of the actual renovation costs as the reimbursable cost. Mayor Cook asked if there is money in the budget for this. Mr. Law said money could be made available from the carryover reserve. Mr. Law said if agreeable he would bring back with additional items discussed.

Councilmember Ernst asked if we should talk to business owners to see if there is interest to help determine a project budget.

**Making Louisburg Bright:** This proposed program would assist business owners with engineering costs to a commercial building's interior and/or exterior. This targets one of the Strategic Plan goals, Mr. Law said. Councilmember Town said he would rather focus just on a building's exterior. Mayor Cook thought helping business owners with interior work would be appreciated. Councilmember Williams suggested starting small and we could make the program retroactive if we see a lot of interest. Mayor Cook asked Mr. Law which direction they should consider. Mr. Law said both Making Louisburg Bright and the previous discussion on a Downtown Commercial Renovation program could be combined. Mr. Law said he would bring back the items for additional consideration. Mr. Law said engineering costs are often required by the City and this helps professionalize the process and helps to offset costs that are required by the City.

**International Existing Building Code:** Administrator Law presented an ordinance that adopts the 2018 edition of the International Existing Building Code. Councilmember Williams asked about the change of ownership. Mr. Law said a commercial change of use or ownership form will require the local inspector to review a commercial building and make note of items that do not meet existing building codes. Life safety issues will be noted to be corrected before the building will be allowed for use, all other items are noted for addressing in the future when deemed appropriate by the building owner. The incorporation of this code will serve to solidify the degrees of renovation work to existing buildings when a building permit application is processed. Councilmember Williams moved, seconded by Councilmember Margrave and carried 4-0, to adopt Ordinance 1160 as written.

## **COUNCIL REPORTS**

**Councilmember Town:** None

**Councilmember Margrave:** None

**Councilmember Ernst:** None

**Councilmember Williams:** None

## **ADJOURNMENT**

At 7:47p.m. Councilmember Ernst moved, seconded by Councilmember Williams and carried 4-0.

Approved:

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Donna Cook, Mayor

Attest:

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Traci Storey, City Clerk